

Professional and Managerial Branch
Water Utilities Administration Group
General Administration Series

WATER CONSERVATION MANAGER

04/99 (SAC)

Under general direction, develop and administer the Water Utility's water conservation program to reduce water use through non-rate structure incentives.

Typical Duties

Plan, develop and organize water conservation activities, customer water use practices and other related programs. Involves: identifying water conservation measures and practices which will improve the efficiency of water use; identifying and securing private and public sector financing through grant writing process and administering grants as required; establishing methods to enforce water conservation ordinance and drought management plan; making recommendations on proposed water conservation, irrigation systems and landscape design regulations to Utility board of directors and management; writing technical reports, publications and proposed regulations and ordinances.

Implement, coordinate and evaluate assigned functions. Involves: directing public education activities, including presentations to community groups and other audiences; initiating and carrying out collaborative water conservation efforts with water industry groups and public and private agencies within the region, community and customer service area by coordinating, advising and training on related issues; directing water audits and overseeing enforcement of water conservation ordinances; reviewing irrigation system and landscape plans; analyzing water use data to evaluate program activities and recommending changes as appropriate; coordinating program issues with other Utility staff; overseeing program related advertising and media placement, including preparing bid specifications and developing copy for release.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related professional and managerial duties as assigned. Involves: substituting for subordinates during temporary absence to maintain continuity to services and operations, or for coworkers regarding designated issues, if assigned; preparing annual budget for division; investigating complaints and recommending appropriate action to resolve problems; preparing informational literature, press releases and composing and writing letters.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Water or Natural Resource Management, Public Administration, Planning, Environmental Science, Horticulture, Marketing, Public Relations or a related field, and three (3) years professional experience in water resource planning, water or natural resource conservation programming, or in developing related community outreach, marketing or public information programs; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Considerable knowledge of: water conservation principles, methods and techniques. Good knowledge of: landscape and irrigation system design and materials; public information programs and public relations, research methods and techniques. Some knowledge of: supervisory techniques, budgeting practices and procedures.

Ability to: develop and administer a comprehensive water conservation program; design and prepare promotional materials for a bilingual market; perform statistical analysis and develop and implement management reporting processes that support systematic program evaluation and workload forecasting; establish and maintain effective working relationships with fellow employees, officials, the general public, water industry groups and other agencies involved in efforts to promote water conservation; communicate clearly and concisely, both orally and in writing to delivering public presentations, compose articles, presentation scripts, speeches, reports and letters.

Skill in safe use and care of: personal computer or network work station, including word processing, spreadsheet and graphic software programs; a motor vehicle through city traffic.

Special Requirements: Work evenings and weekends as necessary.

Licenses and Certificates: Texas Class "C" Drivers License, or equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL